

**TOWN OF GILFORD
BOARD OF SELECTMEN'S MEETING MINUTES
November 29, 2017
7:00 PM
GILFORD TOWN HALL**

1.0 NON PUBLIC SESSION

At 6:30 pm, Selectman Benavides made a motion to enter into non-public session to discuss conveyance of real property, personnel issues, consideration of legal advice and negotiations with respect to collective bargaining pursuant to RSA 91-A:3, II, (a), (b), (l) and RSA 91-A:2, I, (a); seconded by Selectman Grenier. Motion carried on a roll call vote with all in favor; (3-0).

Selectman Benavides made a motion to appoint Jason Hayden as the Director of Public Works effective 12/11/17 at a salary of \$1,538.47 per week; seconded by Selectman Grenier and passed with all in favor; (3-0).

There was discussion regarding employees' children being at the Department of Public Works for a short time after school while waiting for a ride. Discussion ensued. The Board said that there should be no children in the DPW garage; alternate areas would be the Town Hall lunchroom or perhaps the Library.

Town Administrator Scott Dunn discussed Police using vacation days on holidays. Discussion ensued and the Board directed Administrator Dunn to have the Chief of Police deny requests for vacation days on holidays.

At 6:58 pm, Selectman Benavides made a motion to come out of non-public session; seconded by Selectman Grenier and passed with all in favor; (3-0). Other matters were discussed and those minutes were sealed as noted below.

2.0 PLEDGE OF ALLEGIANCE

At 7:00 pm, Chairman Eddy convened the public session of the Board of Selectmen's meeting in the 1st floor conference room and led the assembly in the Pledge of Allegiance to the Flag. Board members in attendance: Selectmen Dale Channing Eddy, Gus Benavides and Richard Grenier.

Staff members in attendance: Fire Chief Stephen Carrier, Deputy Police Chief Kristian Kelley, Finance Director Glen Waring, Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

3.0 ANNOUNCEMENTS/PRESENTATIONS

Chairman Eddy read the rules of the meeting and announced that the Town Winter Parking Ban is in effect from November 15 to April 1 (per Chapter 24.4.2 Parking Regulations).

4.0 REVIEW/APPROVAL OF MINUTES

4.1 Selectman Eddy asked if there were any changes to the minutes. There were none. Selectman Benavides made a motion to approve the minutes of November 8, 2017 as presented; seconded by Selectman Grenier and passed with all in favor; (3-0).

5.0 CONSENT AGENDA

5.1 Selectman Benavides made a motion to approve the items previously signed during the period November 6, 2017 through November 24, 2017 as listed (attached hereto); seconded by Selectman Grenier and passed with all in favor; (3-0).

6.0 PUBLIC HEARING

6.1 Appropriation of Unanticipated Funds – Fire Boat Donation: Chairman Eddy read the public hearing notice to accept a \$10,000 donation to be used towards the purchase of a new fire boat. Chair Eddy then opened the public hearing at 7:06 pm and asked for any public input. There was none. Selectmen Eddy closed the public hearing at 7:06 pm. Selectman Benavides made a motion to accept the \$10,000 donation from Jack Sousae with appreciation and to authorize the expenditure of that amount for its intended purpose of acquiring a new fire boat; seconded by Selectman Grenier and passed with all in favor; (3-0).

7.0 APPOINTMENTS

7.1 Library Trustees – Floor Maintenance: Mike Marshall, Treasurer on the Board of Trustees presented a request to the Selectmen to use a part time employee for floor maintenance instead of using contracted services. Ms. Betty Tidd, Library Trustee also explained concern for the current vendor doing this during business hours at the Library. Selectmen asked questions regarding payroll related costs that would attribute to the proposed savings to switch. The Board would like the Trustees to find out what King of Klean would charge to provide this service after hours and bring the information back for further discussion.

7.2 Glen Waring, Finance Director – Monthly Financial Update: Finance Director Glen Waring reviewed the monthly financial reports including cash balance, cash flow projections and YTD budget reports. Mr. Waring reviewed the revenues (83.55% collected and that all departments remain in pace with their budgeted expenditures (83.33%). Property taxes collected through 10/31/17 was at 97.0%, which continues to remain higher than in years past. The second issue Tax Warrant and bills went out in early November. Mr. Waring reviewed the cash flow and answered the Board's questions. The Selectmen thanked him for the update.

8.0 OLD BUSINESS

8.1 Telephone System Proposals: Town Administrator Scott Dunn presented his recommendation to purchase a new telephone system. Administrator Dunn solicited quotes from three different firms and explained in detail. Discussion ensued. Selectman Benavides made a motion to accept the lowest price proposal for a new NEC SL1100 telephone system from MCCT of Laconia, NH in the amount of \$27,930.15 with funds to come from the various department telephone line item accounts on a pro-rated basis; seconded by Selectman Grenier and passed with all in favor; (3-0).

9.0 NEW BUSINESS

9.1 Engagement Letter – Bond Counsel Services: Town Administrator Dunn explained the process to obtain the \$950,000 loan through the New Hampshire Municipal Bond Bank for improvements to the Recycle Center; He presented the engagement letter for Bond Counsel and is seeking approval. Selectman Benavides made a motion to approve the Engagement Letter as presented and to authorize the Town Administrator to sign; seconded by Selectman Grenier and passed with all in favor; (3-0).

9.2 Use of Town Vehicles – Police Department: Deputy Police Chief Kristin Kelley explained Police Chief Bean Burpee’s request for the GPD’s Investigative Services Bureau’s use of Town Vehicles. Discussion ensued. Selectman Benavides made a motion to authorize the on-call Police Detective to take a Town Vehicle home for emergency call outs on a rotational basis as presented; seconded by Selectman Grenier and passed with all in favor; (3-0).

9.3 SOP 206 – Exculpatory Evidence Schedule – Police Department: Selectman Benavides made a motion to approve SOP 206 on Exculpatory Evidence as presented; seconded by Selectman Grenier and passed with all in favor; (3-0).

9.4 SOP 809 – Patrol Use of Personally Owned Rifle – Police Department: Town Administrator Scott Dunn said that he called the Town’s insurance provider, Primex to inquire about this SOP and that he would like Police Chief Anthony Bean Burpee to review this SOP in further detail. It was the consensus of the Board to table this item until the 12/13/17 meeting and have Police Chief Bean Burpee present.

9.5 Request to Name Boyd Mountain: Town Administrator Scott Dunn presented a request from a resident who owns a mountain and would like to name it Boyd Mountain. Mr. Boyd indicates that mountain is un-named. The Selectmen would like this verified and would like to find out if Mr. Boyd owns the whole mountain, etc. It was the consensus of the Board to forward this request to the Conservation Commission to address.

9.6 Observation Tower on Route 11 Scenic Outlook: Town Administrator Scott Dunn presented the Board with an email from the Lakes Region Planning Commission (LRPC) regarding an observation tower at the Route 11 scenic outlook. Discussion ensued. Selectman Benavides made a motion to authorize the LRPC to submit a non-binding letter of interest to explore possible grant funding for an observation tower at the Route 11 scenic overlook; Selectman Grenier seconded and passed with all in favor; (3-0).

10.0 OTHER BUSINESS

There was none.

11.0 PUBLIC INPUT

Selectman Eddy asked for any public input. There was none.

12.0 SELECTMEN’S ISSUES

Selectmen Grenier discussed the building at the Police shooting range at the recycle center and that it has become an eye sore. He discussed what could possibly be done to see about obtaining funds and rebuilding the building and possibly extending the range. Other Police Departments use this facility. Deputy Police Chief Kelley agrees that the trailer/building needs to go and that other things need to be explored before any changes are made. The range is a huge asset. Discussion ensued. It was suggested that the Police Chief, Deputy Police Chief, Sergeant Parent and Selectman Grenier get together to discuss.

Selectman Eddy said that he along with the Police and Fire Chief and many staff members visited Mr. Jack Sousae to thank him in person for his generous donations to the Police K-9 fund and the fire boat fund.

13.0 ADMINISTRATOR'S REPORT

Town Administrator Scott Dunn reported updates are being made to the Town's website to refresh the look and to make it more user friendly and efficient for tablets and smart phones. They will go live next week. The T-intersection project on Potter Hill Road has been completed. Administrator Dunn mentioned a letter that appeared in the newspaper about the Public Works Department. He wanted to publically remind everyone that if there were any critical issues to please contact the Town Administrator or the Board of Selectmen and that they would investigate the matter. Administrator Dunn received a phone call about illegal dumping of trash on private property. The Selectmen suggested this is a Police matter and asked Administrator Dunn to discuss with Deputy Chief Kelley.

14.0 NEXT MEETING

The next Selectmen's meeting will be Wednesday December 13, 2017 at 7pm.

15.0 ADJOURN

With no further business to come before the Board, Selectman Benavides made a motion to adjourn at 7:56 pm; seconded by Selectman Grenier and passed with all in favor; (3-0).

Respectfully submitted,



Angela Bovill, Executive Assistant

Approved by the Board of Selectmen on the 13th day of December, 2017.

Attest:


Selectman Richard Grenier, Clerk